

Subject: RE: ADP version Upgrade

From: Joan Noble </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FE57A613BB434CEEAA54C9046842317D-JNOBLE>

Date: 09/22/2017 11:18 AM

To: Marcus Lieber <Marcus.Lieber@armaninoLLP.com>

CC: Blake Oliver <Blake.Oliver@armaninoLLP.com>, Suzanne Holley <sholley@ccala.org>, Jessica Lall <jlall@ccala.org>

Hi Marcus,

I just wanted to follow-up on our last conversation regarding ADP. Have you heard from Analise? We need to upgrade our platform as soon as possible, as advised by an ADP representative, in order to move forward with splitting DCBID's and CCA's ADP account. Please advise.

Thanks,

Joan Noble

Staff Accountant

 DCBID-Lo

Downtown Center Business Improvement District

626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017

Call: 213-416-7516 | Fax: 213-624-0858

Web: DowntownLA.com

From: Marcus Lieber [mailto:Marcus.Lieber@armaninoLLP.com]

Sent: Thursday, August 24, 2017 5:52 PM

To: Joan Noble <jnoble@downtownla.com>

Cc: Blake Oliver <Blake.Oliver@armaninoLLP.com>

Subject: RE: ADP version Upgrade

Yes, I realize that but I still want to run it by Analise. It may not be worth upgrading and going through the learning curve, if CCA decides to change platforms. I forwarded your email to Analise so hopefully we'll hear back from her soon.

Thanks for the info on PayPal. Joanne is supposed to set me up as a new user. Hopefully I won't be limited on transfer capabilities.

Take care,

Marcus Lieber

Supervising Senior
Business Management

ArmaninoLLP

11766 Wilshire Blvd., Ninth Floor | Los Angeles, CA 90025

(310) 478-4148 x5794 main | (310) 703-1227 fax

From: Joan Noble [mailto:jnoble@downtownla.com]

Sent: Thursday, August 24, 2017 5:41 PM

To: Marcus Lieber <Marcus.Lieber@armaninoLLP.com>

Cc: Blake Oliver <Blake.Oliver@armaninoLLP.com>

Subject: RE: ADP version Upgrade

RE: ADP version Upgrade

The upgrade is not a platform change. It's just an upgrade of the version we are using which they are trying to eliminate this year. But please do let me know what Analise thinks.

Regarding Paypal, no there is no limit on the transfers. I do the transfers atleast twice a month. If you still have access to CCA month-end files, I have tabs that are named paypal. This will give you an idea on how much I used to transfer monthly. I also attached a copy of August 2016's journal entries as an example. Let me know if you have any more questions.

Best,

Joan Noble
Staff Accountant



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From: Marcus Lieber [<mailto:Marcus.Lieber@armaninoLLP.com>]
Sent: Thursday, August 24, 2017 4:46 PM
To: Joan Noble <jnoble@downtownla.com>
Cc: Blake Oliver <Blake.Oliver@armaninoLLP.com>
Subject: RE: ADP version Upgrade

Hi Joan,

I'm doing fine thank you. I hope you are as well.

I believe waiting until after we process the August 30th payroll makes sense. Please note that we have a meeting scheduled with ADP in mid-September, to review payroll platform options, for CCA. I want to run this by Analise, our ADP representative, before proceeding with the upgrade. I'll get back to you once I speak with her.

On another note, when you used to transfer funds from PayPal to CCA's checking account at B of A, were the transfers limited to \$1K?

Thank you,

Marcus Lieber
Supervising Senior
Business Management

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From: Joan Noble [<mailto:jnoble@downtownla.com>]
Sent: Thursday, August 24, 2017 3:41 PM
To: Marcus Lieber <Marcus.Lieber@armaninoLLP.com>
Cc: Blake Oliver <Blake.Oliver@armaninoLLP.com>
Subject: ADP version Upgrade

RE: ADP version Upgrade

Hi Marcus,

I hope all is well. ADP reached out to me a few weeks ago regarding the need to upgrade the ADP platform version that we are using. Since DCBID's account is linked to CCA, I wanted to check with you first when is the best time to schedule the upgrade. Should we schedule it after we have done the payroll for the month of August? The upgrade is free, by the way. I think we just need to allot some time to do the training online.

I also mentioned to ADP about splitting the account and they recommended to do the upgrade first before splitting the account.

Please let me know what you think.

Thanks,

Joan Noble
Staff Accountant



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